



MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS  
AND PROFESSIONAL REGISTRATION

**APPLICATION FOR EMPLOYMENT**

*"AN EQUAL OPPORTUNITY EMPLOYER"*

www.difp.mo.gov

PLEASE TYPE OR PRINT IN INK. YOUR APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

**IDENTIFICATION**

NAME (LAST, FIRST, MIDDLE)			SOCIAL SECURITY NUMBER	
PRESENT MAILING ADDRESS (STREET AND NUMBER OR RFD)			HOME TELEPHONE NUMBER	OTHER TELEPHONE NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
OTHER NAMES USED			ARE YOU AUTHORIZED TO WORK IN THE U.S.?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**POSITIONS (JOB TITLES) FOR WHICH YOU ARE APPLYING**

Some examples of job titles are Corrections Officer I, Account Clerk II, and Park Ranger. Applications without job titles will be returned.

a

b

c

d

e

**AVAILABILITY**

Check one or more of the following. NOTE: Temporary positions may not exceed 6-months employment in a 12-month period.

☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY ☐ SUMMER

**CRIMINAL BACKGROUND**

HAVE YOU EVER BEEN CONVICTED OF A CRIME (OTHER THAN TRAFFIC VIOLATIONS)?

☐ YES ☐ NO

Conviction of a violation of the law is not an automatic bar to employment. The State of Missouri, for employment purposes, regards the suspended imposition of a sentence as a conviction.

**EDUCATION (IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL PAGES.)**

**HIGH SCHOOL OR GENERAL EDUCATION DEVELOPMENT (GED)**

HAVE YOU EARNED A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE?

☐ YES ☐ NO

CIRCLE HIGHEST GRADE COMPLETED

1 2 3 4 5 6 7 8 9 10 11 12

**HIGH SCHOOL COURSE RECORD: Indicate number of years of specialized high school courses completed.**

Biology	_____	Computer Applications	_____	Industrial Arts/Shop	_____	Recreation/Physical Ed	_____
Bookkeeping	_____	Arts and Crafts	_____	Music	_____	Stenography	_____
Chemistry/Physics	_____	Home Economics	_____	Organized Athletics	_____	Typing/Keyboarding	_____

**VOCATIONAL, TECHNICAL, MILITARY, OR TRADE SCHOOL**

NAME AND LOCATION	CREDITS EARNED		TRAINING AREA	CERTIFICATE TYPE	DATE RECEIVED	
	CLOCK HOURS	OTHER (Specify Type)			MO	YEAR

**COLLEGE EDUCATION: COPY OF OFFICIAL TRANSCRIPTS MUST BE ATTACHED**

NAME AND LOCATION	CREDITS EARNED		MAJOR/MINOR	DEGREE TYPE	DATE RECEIVED	
	QUARTER HOURS	SEMESTER HOURS			MO	YEAR

INTERNSHIPS AND/OR PRACTICUMS						
SPONSORING COLLEGE, UNIVERSITY OR BUSINESS	OCCUPATIONAL AREA/FIELD OF INTERNSHIP OR PRACTICUM	DATES FROM/TO	HOURS PER WEEK	TOTAL WEEKS	COLLEGE CREDIT	PAID
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**CERTIFICATES/LICENSES: COPY OF CERTIFICATE/LICENSE MUST BE ATTACHED**

If you are currently certified, registered, or licensed to practice a profession or occupation, provide the following:

LICENSE/CERTIFICATE ISSUED BY	FIELD/TRADE/ SPECIALIZATION	LICENSE/CERTIFICATE NUMBER	DATE OF ISSUE	EXPIRATION DATE

**EXPERIENCE RECORD (PAID AND VOLUNTEER)**

- List your work experience, starting with the most recent. If you have held more than one job or position level (including promotions) with the same organization or state agency, list each separately. The information you provide in the "Duties" section is used to determine your qualifications. Incomplete descriptions will impact eligibility determinations and ratings. You must show the percent of time spent for each job duty.
- To describe additional experience or add more detail to the "Duties" section, complete and attach a sheet of paper using the same format as used here and identify the job to which it relates. A RESUME **MAY NOT** BE SUBSTITUTED FOR INFORMATION REQUESTED BELOW.

EMPLOYER'S NAME		%	DUTIES (Show % of time spent on each duty in column at left.)
EMPLOYER'S ADDRESS (STREET, CITY AND STATE)			
TYPE OF BUSINESS	YOUR JOB TITLE		
FROM: MO/YR	TO: MO/YR		
HOURS PER WEEK	LAST MO. SALARY		
SUPERVISOR'S NAME AND TITLE	TELEPHONE		
REASON FOR LEAVING	TOTAL 100%	IF YOU SUPERVISED EMPLOYEES, PLEASE INDICATE THE NUMBER AND TYPE OF WORK PERFORMED	
MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EMPLOYER'S NAME		%	DUTIES (Show % of time spent on each duty in column at left.)
EMPLOYER'S ADDRESS (STREET, CITY AND STATE)			
TYPE OF BUSINESS	YOUR JOB TITLE		
FROM: MO/YR	TO: MO/YR		
HOURS PER WEEK	LAST MO. SALARY		
SUPERVISOR'S NAME AND TITLE	TELEPHONE		
REASON FOR LEAVING	TOTAL 100%	IF YOU SUPERVISED EMPLOYEES, PLEASE INDICATE THE NUMBER AND TYPE OF WORK PERFORMED	
MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EXPERIENCE RECORD (CONTINUED)				
EMPLOYER'S NAME		%	DUTIES (Show % of time spent on each duty in column at left.)	
EMPLOYER'S ADDRESS (STREET, CITY AND STATE)				
TYPE OF BUSINESS	YOUR JOB TITLE			
FROM: MO/YR	TO: MO/YR			
HOURS PER WEEK	LAST MO. SALARY			
SUPERVISOR'S NAME AND TITLE		TELEPHONE		
REASON FOR LEAVING		TOTAL 100%	IF YOU SUPERVISED EMPLOYEES, PLEASE INDICATE THE NUMBER AND TYPE OF WORK PERFORMED	
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**SKILLS**

WHAT TOOLS, EQUIPMENT AND/OR SOFTWARE CAN YOU USE PROFICIENTLY?

**APPLICANT CERTIFICATION AND AUTHORIZATION**

- I hereby certify that this application contains no known misrepresentation or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification as to a material fact, my application will be rejected or if selected, I may be dismissed.
- I authorize any law enforcement agency, or the Department of Revenue or other motor vehicle regulatory agency to allow any authorized representative of the State of Missouri to examine, copy or receive any records pertaining to me regarding convictions or driving record. I authorize the Department of Revenue to verify compliance with 105.262 RSMo at the request of an authorized representative of the State of Missouri.
- By authorizing the above, I agree to hold harmless any individual, partnership, corporation, educational institution, or agency, its officers, agents and employees from any liability for any damage whatsoever for issuing such information.

SIGNATURE

DATE

**RETURN TO**

MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS  
AND PROFESSIONAL REGISTRATION  
ROOM 530 TRUMAN BUILDING  
P.O. Box 690  
Jefferson City, MO 65102-0690  
E-mail Address: [jobs@insurance.mo.gov](mailto:jobs@insurance.mo.gov)  
Telephone: (573) 751-6798  
FAX: (573) 522-1808  
Web Address: [www.difp.mo.gov](http://www.difp.mo.gov)